

# South Jordan City

## Job Description

**Title:** Aquatics Supervisor  
**Org:** 230270  
**Pay Grade:** 13

**Effective Date:** 2/1/16  
**FLSA:** Exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Responsible for aquatics staff supervision, administrative tasks, training programs, emergency situation simulation drills, operational maintenance methods, aquatics procedures, safety of patrons, and programming.

### SUPERVISOR

Recreation Program Manager

### POSITION(S) SUPERVISED

Aquatics Assistant	Head Lifeguards	Swim Lesson Instructors
Lifeguard/Swim Lesson Instructor	Lifeguards	

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Supervise the work of subordinate personnel engaged in aquatics programming and safety procedures.

Plan and conduct periodic inspections; observe deficiencies in operation, maintenance, safety practices and conditions; issue both verbal and written reports and recommendations to correct deficiencies when necessary.

Review and inspect the life saving equipment and supply requirements; approve purchase requisitions for replenishing life saving and first aid supplies and equipment, uniforms and other items needed for the efficient and effective operation of the aquatics program; coordinate records and reports relating to all aquatics activities at assigned facility.

Supervise and conduct water safety and lifeguard certification training programs for aquatics personnel in water rescue and accident prevention techniques, water safety procedures, first aid and CPR.

Supervise and conduct practice drills simulating emergency situations.

Plan, direct, and implement broad and varied aquatics programs of recreational activities, services, and special events to meet the needs of the public.

Assist in budget preparation for the aquatics facility. Maintain records of all income and expenditures.

Explain and interpret public safety rules and regulations, fees and charges and aquatics operational procedures and programs to facility patrons; enforce or refer enforcement to proper authorities.

Direct and perform general custodial duties.

Coordinate the performance of water management tests to ensure water quality at the assigned aquatics facility.

Initiate and conduct corrective disciplinary action for aquatics staff through advisement from immediate supervisor.

Maintain records required by law and otherwise prudent to document operations.

Record employee work hours, approve and submit time cards, and prepare reports needed to apprise management of facility status and accomplishments.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from accredited college or university with an associate’s degree in recreation management or related field
  - AND
  - B. Three (3) years of experience in similar duties, including one (1) year in a position supervising ten (10) or more employees.
  
2. Special Qualifications:
  - Valid Utah Class D Driver License
  - Current CPR for Professional Rescuer; and Current Advanced First Aid (Title 22) or obtain within three (3) months of employment
  - Current Lifeguard Certificate or obtain within three (3) months of employment
  - Certified Pool Operator (CPO) or obtain within three (3) months of employment
  - OR
  - Aquatics Facility Operator (AFO) or obtain within three (3) months of employment
  - Bachelor’s Degree in Recreation Management or related field strongly preferred
  
3. Knowledge, Skills, and Abilities:

Ability to operate a personal computer and use Microsoft products.

Knowledge of modern methods, techniques, principles and practices used in the planning, development, and administration of aquatics programs; common recreational and social needs of various age groups and the basic techniques and methods of organizing groups in a recreation/aquatics setting; implementing and supervising Community Services activities and the development of programs through community participation.

Skill in teaching techniques of water exercise.

Knowledge of pool maintenance techniques; basic principles and practices of supervision and training; first aid and life saving, and of general health and fitness relative to all age groups; knowledge of public relations; basic office practices including record keeping and report writing.
  
4. Working Conditions:

Non-standard hours, including some weekends and holidays. Shift length may vary, and include split shifts. May require Incumbent of the position generally performs in an outdoor environment. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving. Frequent local travel required in normal course of job performance.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Exempt</b>	<b>EEO-4 Class:</b>	<b>Official/Adm</b>
<b>Location:</b>	<b>Fitness Center</b>	<b>EEOP Class:</b>	<b>Official/Adm</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1149</b>